

# FOIAExpress



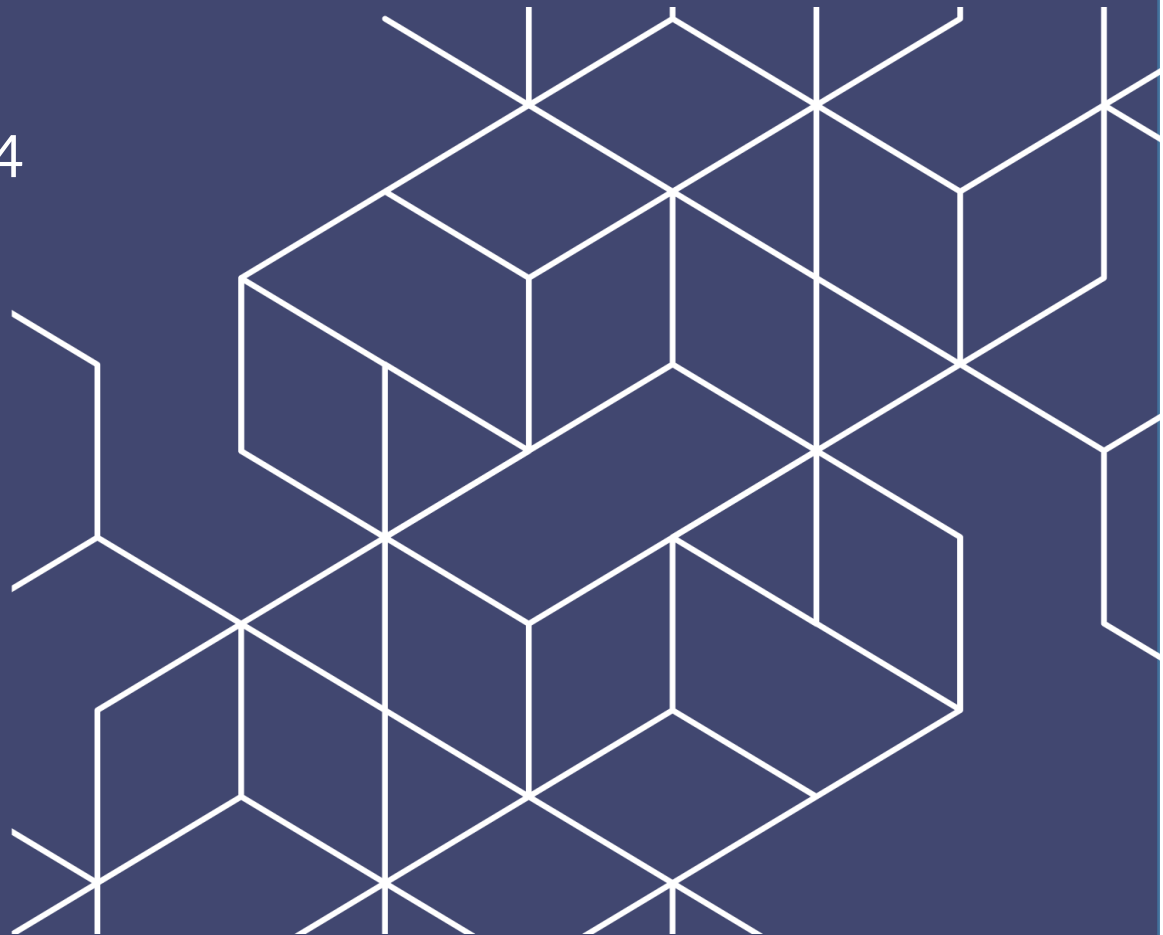
OPEXUS

## PIV Card MFA Configuration (FX/PAL)

Version 1.0

v11.7.0

May 2024



# FX v11.7.0 PIV Card MFA Configuration

## Notice of Rights

Copyright © 2024, AINS, LLC d/b/a OPEXUS. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of the publisher: AINS, LLC. For information on obtaining permission for reprints and excerpts, contact [info@opexustech.com](mailto:info@opexustech.com).

Additionally, all copyrights, confidential information, patents, design rights and all other intellectual property rights of whatsoever nature contained herein are, and shall remain, the sole and exclusive property of the publisher.

## Notice of Liability

The information in this publication is believed to be accurate and reliable. However, the information is distributed by the publisher (AINS, LLC.) on an “As Is” basis without warranty for its use, or for any infringements of patents or other rights of third parties resulting from its use.

While every precaution has been taken in the preparation of this publication, neither the author (or authors) nor the publisher will have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused, directly or indirectly, by the information contained in this publication or by the computer software and hardware products described in it.

## Notice of Trademarks

The publisher’s company name, company logo, company patents, and company proprietary products are trademarks or registered trademarks of the publisher: AINS, LLC. All other trademarks or registered trademarks are the property of their respective owners.

## Non-Disclosure Statement

This document’s contents are confidential and proprietary to AINS, LLC. This document cannot be released publicly or outside the purchasing agency without prior written permission from AINS, LLC.

Images in this manual are used as examples and may contain data and versioning that may not be consistent with your version of the application or information in your environment.

## Additional Notice

Information in this documentation is subject to change without notice and does not represent a commitment on the part of AINS, LLC.

Notwithstanding any of the foregoing, if this document was produced as a Deliverable or other work for hire under a contract on behalf of a U.S. Government end user, the terms and conditions of that contract shall apply in the event of a conflict.



# Contents

- 1 FOIAXpress PIV Card MFA Configuration ..... 4
  - 1.1 Configure MFA for PIV ..... 4
  - 1.2 Configure Users PIV Certificates ..... 4
- 2 PAL PIV Card MFA Configuration ..... 5
  - 2.1 Configure MFA for PIV in PAL Configuration ..... 5
  - 2.2 Configure Users PIV Certificates ..... 5



# 1 FOIAXpress PIV Card MFA Configuration

## 1.1 Configure MFA for PIV

To enable MFA via PIV in FOIAXpress:

1. Log into FOIAXpress and Access Administration.
2. Click on **Security** on the left-hand navigation panel.
3. Change the *MFA Type* to **PIV**.
4. Click the **Save** button.

## 1.2 Configure Users PIV Certificates

For each user, configure the PIV certificate field by performing the following steps:

1. Access the **Administration** tab in FOIAXpress.
2. Click on **Organization Setup** on the left link panel, then click **Users**.
3. Open the user details by selecting that user's row and clicking **Edit**.
4. Populate the *Certificate Subject* field with the value of the user's PIV certificate subject. This should be in the form "CN=[value]" where [value] is either a name or email address. This value can be obtained by checking the details of the certificate the user will use.
5. Click **Save** once complete.
6. Once enabled, FOIAXpress users will be prompted by their browser for their PIV certificate when accessing the application. They will then proceed to the login page where they may enter their username and password normally. When attempting to login, the user's certificate will be verified in addition to their username and password.



## 2 PAL PIV Card MFA Configuration

### 2.1 Configure MFA for PIV in PAL Configuration

To configure setup MFA via PIV :

1. Log into PAL Configuration.
2. Click on **Security** on the left-hand navigation panel.
3. Change the *MFA Type for PAL Admin Login* to **PIV**.

**Note:** This option was formerly called *OTP Type For Pal Login*

4. Click the **Save** button.

### 2.2 Configure Users PIV Certificates

For each user, configure the PIV certificate field by performing the following steps:

1. Log into PAL Configuration
2. Click on **Users** on the left-hand navigation panel.
3. Open the user details by clicking the Login cell for the row, or selecting the row and clicking **Edit**.
4. Populate the *Certificate Subject* field with the value of the user's PIV certificate subject. This should be in the form "CN=[value]" where [value] is either a name or email address. This value can be obtained by checking the details of the certificate the user will use.
5. Click **Update** once complete.
6. Once enabled, PAL Config users will be prompted by their browser for their PIV certificate when accessing the site. They will then proceed to the login page where they may enter their username and password normally. When attempting to login, the user's certificate will be verified in addition to their username and password.

